



# HAFAEEZ UR REHMAN

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## PROFILE

- **DATE OF BIRTH**  
29<sup>th</sup> February 1992
- **NATIONALITY**  
Indian
- **Languages**  
English  
Hindi  
Elementary Arabic

## EDUCATION & TRAINING

**[June 2014]**  
MBA Finance  
Osmania University,  
India

**[April 2012]**  
B.Com General  
Osmania University,  
India

## PERSONAL SUMMARY

An academically astute master's degree in finance and verifiable background as an Information technology for a large chain of hotel. With-in-depth knowledge to provide the most value and high quality analysis and advice that contributes accurate financial statement to a company and impart cost-effective technological upgrades or configurations with an extensive understanding of computer hardware, software, and networks.

## PROFESSIONAL EXPERIENCE

### IT SUPERVISOR

#### **AL AHSA INTERCONTINENTAL HOTEL - March 2019-Present**

Proven work experience in IT, Budget experience in analysis, and evaluation of IT systems with an outstanding leadership skills

#### **Key Responsibilities**

- Handling the ongoing Cisco Meraki Project Upgrade
- Upgraded PMS, Vingcard Doorlock Sytem
- Overseeing the operations of the corporate IT department
- Manage staff and company computer system including data bases , mainframe system, data communication networks and different software programs
- Responsible for creating a disaster recovery plan for corporate data and system
- Assess data risk factors
- Overseeing the installers when installing and implementing new systems

#### **Achievements**

- First Quarter Supervisor of the year (2019)
- Proposed to use CISCO MERAKI a cloud managed network solution for the company to save efficiently but still getting the highest quality of services when it comes to wireless, switching, and security

### IT COORDINATOR

#### **AL AHSA INTERCONTINENTAL HOTEL - January 2018-February 2019**

Ensured that company's technological equipment's work efficiently and effectively that enables employees to do their jobs without issues.

#### **Key Responsibilities**

- Provided technical support to all employees
- Advised management with the goal of making appropriate technical decisions or choices
- Perform troubleshooting and execute needed repairs
- Review and develop security -related contract documents
- Performed other ad-hoc projects or tasks as assigned



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## KEY SKILLS

- Intensive analytical, organizational and problem solving skills
- Trouble Shooting Skills
- Thorough of computer systems and functions
- A deep understanding of project management practices and processes
- Possess great knowledge of business operations such as financial and personal management
- Extensive knowledge with Focus, Tally, Wings, Peachtree, QuickBooks, Different Operating System, Windows XP, 7, and 8 and MacBook.
- Intensive knowledge with Microsoft office such as Word, Excel and Powerpoint

## Achievements

- Promoted to IT Supervisor

## IT AGENT

### **AL AHSA INTERCONTINENTAL HOTEL – November 2015-December 2017**

Identifying and acting on opportunities to improve and update software and systems.

## Key Responsibilities

- Performed data backups to ensure all company-owned work is saved
- Installed and updated network system provider
- Configured wireless networking equipment
- Evaluated connectivity issues, equipment, and software & hardware
- Managed to set-up equipment for new users and employees
- Ensured system optimization for all technology resources

## Achievements

- Promoted to IT Coordinator
- Employee of the month (March 2019)

## REFERENCES

### **Sahm Qatamin**

Cluster IT Manager

Al Ahsa InterContinental Hotel & Staybridge Suites Al Khobar

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